

# Rural General Public Transit Service Survey (RU-20)

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## General Overview

This survey collects key financial and non-financial operating information on each rural general public transit provider. Items include transit provider name and information, type of service, service area, volunteer resources, number of vehicles, annual operating and administrative expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicles miles, annual vehicle hours, annual passenger trips, and safety information.

A separate survey should be completed for each rural provider of general public transit service within the state. Report all data that is available for each provider, even if it is less than the data requested on the survey.

## Reporting Instructions

### Opening the Rural General Public Transit Service survey

Go to the link below to launch the survey.

[http://www.dot.ca.gov/phpesp/public/survey.php?name=Rural\\_NTD\\_Survey\\_3](http://www.dot.ca.gov/phpesp/public/survey.php?name=Rural_NTD_Survey_3)

Review and complete the Rural General Public Transit Service survey following the instructions in this section.

Click on the **Submit Survey** button at the bottom of the survey to submit the survey.

## Detailed Instructions

Complete one survey for each rural provider of general public transit service within California.

### Provider Information

Report the name of the rural transit provider, the acronym used by the provider, if applicable, the contact person, and the provider's address and phone number.

### Reporting Period

Report the end date for the 12-month reporting period ending 6/30/2006.

## Type of Service Operated

Rural transit service frequently involves a variety of service types. Check each box that applies for the type of service operated by the rural provider.

### Fixed Route Service

Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle.

### Deviated Fixed Route Service

Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.

### Demand Response Service

Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations.

### Subscription Service

Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.

### Vanpool Service

Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.

### Other

Transit service that does not fit into one of the previous categories.

If you check the **Other** box, please use the text box beside it to describe the other type of service provided.

## Service Area

Using the **Drop-Down** menu, select the type of service area in which the rural provider operates.

<b>Menu Selections:</b>
Municipal
County
Multi-county

<b>Municipal</b>
Service operated primarily within a single city, village, or town.

<b>County</b>
Service operated primarily within the boundaries of a single county.

<b>Multi-County</b>
Service operated primarily within the boundaries of two or more counties.

## Volunteer Resources

Some rural transit providers use volunteer resources for some or all of their service. Check each box that applies to indicate that the rural transit service provider uses volunteer resources to provide some of its service:

- Volunteer drivers
- Personal vehicles in service.

<b>Volunteer Drivers</b>
Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.

In the **Describe** box, report the number of volunteer drivers the agency has available.

<b>Personal Vehicles in Service</b>
Vehicles that are used by the transit provider to transport passengers in revenue service but are owned by private individuals, typically an employee of the agency or a volunteer driver.

In the **Describe** box, report the number of personal vehicles routinely used by the agency.

## Vehicles

Report the number of active vehicles in the fleet and the number of Americans with Disabilities Act of 1990 (ADA) accessible vehicles in the fleet at the end of the rural transit provider's reporting period.

### Number of Active Vehicles in Fleet

The total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by contractors in general public transit service. Non-revenue service vehicles and personal vehicles should not be included.

### Number of ADA Accessible Vehicles in Fleet

The number of active vehicles in the fleet, which meet all ADA accessibility requirements.

## Annual Operating and Administrative Expenses

Report the annual operating and administrative expenses of the rural service provider for the report year.

### Annual Operating and Administrative Expenses

The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.

## Operating Revenues

Report the operating revenues earned by the rural public transit service provider during the report year in the following categories:

- Fare revenues
- Contract revenues
- Federal operating assistance
- State operating assistance
- Local operating funds.

### Fare Revenues

All income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle. It includes the reduced fares paid by passengers in a user-side subsidy arrangement.

### Contract Revenues

Reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

Under Section 5311, contract revenues may be treated either as revenues to reduce the operating deficit or as direct local match for Federal assistance. Regardless of the treatment of contract revenues by the rural transit provider, contract revenues should be reported as a separate category under the NTD Rural Data Report.

### Federal Operating Assistance

Financial assistance from the Federal Transit Administration to assist in paying the operating and administrative costs of providing transit service.

Federal Operating Assistance includes Section 5311 funds plus any Section 5310 or 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the Section 5311 program. **CMAQ** funds are considered Federal funds.

### State Operating Assistance

Financial assistance from any state agency that supports the operation of the transit system. It includes, but is not limited to:

- Tax Levies – A specified amount from state levies that is dedicated to supporting public transit system operating costs.
- General Funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget.
- Specified Contributions – Contributed from the state towards the Local Share portion of the transit system budget.

### Local Operating Funds

Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:

- Tax Levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs.
- General Funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget.
- Specified Contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget.
- Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.
- Other – Other revenues such as advertising.

Reporting of funds earned follows accrual accounting principals. Funds are reported by source for the year that they are earned, regardless of whether or not receipt of revenue takes place in the same reporting period. For the purposes of this survey, **Local Transportation Funds** are considered local funds.

Most Federal, state and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Grant funds are reported as they are earned. The total amount of funding in an approved grant application is not reported (unless the expenditures are incurred and the grant funds are earned in the period).

Only those funds that are (or will be) applied to the rural transit operations for transit projects should be reported.

### Annual Capital Costs

Report the annual capital costs for the rural public transit provider for the report year.

### Capital Costs

The expenses incurred within the year related to the purchase of facilities, vehicles and equipment.

### Sources of Capital Funds

Report the capital funds earned by the rural public transit provider in the report year in the following categories:

- Federal capital assistance
- State capital assistance

- Local capital funds.

#### **Federal Capital Assistance**

Financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service.

#### **State Capital Assistance**

Financial assistance from any state agency to assist in paying capital costs.

#### **Local Capital Funds**

Financial assistance from local entities to assist in paying capital. They include:

- Tax Levies – A specified amount from local tax levies that is dedicated to supporting the capital costs of the public transit system.
- General Funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs.
- Specified contributions – Contributions from the local government towards the Local Share portion of transit system capital costs.
- Reserve Funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs.
- Donations – Donations from individuals or organizations to help cover the transit system capital costs.

Reporting of capital funds follows accrual accounting principals. Funds are reported by source for the year that they are earned, regardless of whether or not receipt of revenue takes place in the same reporting period.

Most Federal, state and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Grant funds are reported as they are earned. The total amount of funding in an approved grant application is not reported (unless the expenditures are incurred and the grant funds are earned in the period).

### **Annual Revenue Vehicle Miles**

Report the number of annual revenue vehicle miles.

#### **Annual Revenue Vehicle Miles**

The miles a vehicle travels from the time it pulls out to go into revenue service to the time it pulls in from revenue service. Include miles of volunteer vehicles.

## Annual Revenue Vehicle Hours

Report the number of annual revenue vehicle hours.

### Annual Revenue Vehicle Hours

The amount of time in hours a vehicle travels from the time it pulls out to go into revenue service to the time it pulls in from revenue service. Include hours of volunteer vehicles.

## Annual Passenger Trips

Report the number of annual passenger trips.

### Annual Passenger Trips

The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.

## Safety

Report the following safety data for the provider's reporting period:

- Number of fatalities
- Number of major incidents
- Number of injuries.

### Fatalities

A transit caused death confirmed within 30 days of a transit incident.

### Major Incidents

Any event involving the operation of a transit system if, as a result, one or more of the following occurs:

- An individual dies either at the time of the event or within 30 days of the event
- Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene
- A collision, personal casualty, or fire causes property damage in excess of \$25,000
- A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat.



### **Injury**

Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.

The definition of injury requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received "immediate medical attention." In cases that are less clear-cut, reporters should apply their judgment in determining whether the injury sustained caused the individual to immediately seek medical attention.

The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene. This distinction is not, however, intended to be burdensome for the transit provider. It is not a requirement that an agency follow up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital. It is acceptable to count each person immediately transported by ambulance as an injury. If, however, an agency representative does choose to follow-up with the hospital and finds that, though an individual was transported to the hospital, he did not receive any medical attention, this individual does not need to be reported as an injury.

### **Property Damage**

The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities damaged during an incident to a state equivalent to that which existed prior to the incident.

### **Evacuation**

A condition requiring all passengers and employees to depart a transit vehicle and enter onto the transit right of way or roadway under emergency circumstances.

### **Life Safety Event**

A situation, such as a fire, the presence of smoke, fuel leak, or electrical hazard that constitutes an imminent danger to passengers, employees, contractors, or other persons.

## Line by Line Instructions

Completing the Rural General Public Transit Service survey (RU-20)		
<b>Opening the Rural General Public Transit Service survey (RU-20)</b> Access the survey by going to <a href="http://www.dot.ca.gov/phpsp/public/survey.php?name=Rural_NTD_Survey_3">http://www.dot.ca.gov/phpsp/public/survey.php?name=Rural_NTD_Survey_3</a> .		
Review and complete the survey following the instructions in this section.		
<b>Getting Help</b> Refer to this document for instructions. This document can be accessed online at <a href="http://www.dot.ca.gov/hq/MassTrans/doc_pdf/5311/NTD/NTD_RU-20.pdf">http://www.dot.ca.gov/hq/MassTrans/doc_pdf/5311/NTD/NTD_RU-20.pdf</a>		
Data Item	Software Function	Detailed Instruction
Provider Name		Enter the business name of the rural transit provider.
Provider Acronym		Enter the acronym used by the rural transit provider, if applicable.
Contact Person		Enter the name of the contact person. The contact person is the individual responsible for coordinating the NTD Rural Data Report. The contact person receives all NTD correspondence and any questions that FTA may have concerning the report.
Address		Enter the mailing address of the rural transit provider.
Telephone Number		Enter the telephone number of the rural transit provider.
Reporting Period End		Enter the end date for the 12-month reporting period. Report as MM/DD/YYYY.
Type of Service Operated		Check each applicable box to indicate the types of service operated by the rural transit provider: <ul style="list-style-type: none"> <li>Fixed route – Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle.</li> <li>Deviated fixed route – Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.</li> <li>Demand response – Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations.</li> <li>Subscription – Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.</li> <li>Vanpool – Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.</li> <li>Other – Transit service that does not fit into one of the previous categories.</li> </ul> Describe other using the <b>Type of Service Provided – Other Description</b> box.

Completing the Rural General Public Transit Service survey (RU-20)		
<b>Service Area</b>		<p>From the <b>Drop-Down</b> menu, select the type of service area:</p> <ul style="list-style-type: none"> <li>▪ Municipal – Service operated primarily within a single city, village, or town.</li> <li>▪ County – Service operated primarily within the boundaries of a single county or parish.</li> <li>▪ Multi-County – Service operated primarily within the boundaries of two or more counties or parishes.</li> </ul>
<b>Volunteer Resources – Volunteer Drivers</b>		<p>Check the box to indicate that the rural transit provider uses some volunteer drivers to provide service.</p> <p>If volunteer drivers are used, enter the number of volunteer drivers at the end of the reporting period.</p>
<b>Volunteer Resources – Personal Vehicles in Service</b>		<p>Check the box to indicate that the rural transit provider uses some personal vehicles in service.</p> <p>If personal vehicles are used, enter the number of personal vehicles in use at the end of the reporting period.</p>
<b>Vehicles – Number of Active Vehicles in Fleet</b>		<p>Report the total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service.</p> <p>Non-revenue service vehicles and personal vehicles should not be included.</p>
<b>Vehicles – Number of ADA Accessible Vehicles in Fleet</b>		<p>Report the number of active vehicles in the fleet that meet the accessibility requirements of the Americans with Disabilities Act of 1990 (ADA).</p>
<b>Annual Operating and Administrative Expenses</b>		<p>Report the provider's recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.</p>
<b>Operating Revenue – Fare Revenue</b>		<p>Report the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.</p>
<b>Operating Revenue – Contract Revenue</b>		<p>Report the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.</p>
<b>Operating Revenue – Federal Operating Assistance</b>		<p>Report the total financial assistance from FTA to assist in paying the operating and administrative costs of providing transit service.</p> <p>Include Section 5311 funds plus any Section 5310 or 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the Section 5311 program.</p>

### Completing the Rural General Public Transit Service survey (RU-20)

<b>Operating Revenue – State Operating Assistance</b>		<p>Report the total financial assistance from any state agency that supports the operation of the transit system. Include:</p> <ul style="list-style-type: none"> <li>▪ Tax Levies – A specified amount from state levies that is dedicated to supporting public transit system operating costs.</li> <li>▪ General Funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget.</li> <li>▪ Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget.</li> </ul>
<b>Operating Revenue – Local Operating Assistance</b>		<p>Report the total financial assistance from local entities that support the operation of the transit system. Include:</p> <ul style="list-style-type: none"> <li>▪ Tax Levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs.</li> <li>▪ General Funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget.</li> <li>▪ Specified contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget.</li> <li>▪ Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.</li> <li>▪ Other – Other revenues such as advertising.</li> </ul>
<b>Operating Revenue – Total Annual Operating Revenue</b>		<p>The rural public transit service provider's total operating revenue for the year. Equal to the sum of fare revenues, contract revenues, Federal operating assistance, state operating assistance, and local operating assistance.</p>
<b>Annual Capital Costs</b>		<p>Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.</p>
<b>Sources of Capital Funds – Federal Capital Assistance</b>		<p>Enter the total amount of financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service. Include Section 5311 funds plus any Section 5310 or 5307 funds transferred to the program or flexible highway funds transferred to the program and administered through the Section 5311 program.</p>
<b>Sources of Capital Funds – State Capital Assistance</b>		<p>Enter the total amount of financial assistance from any state agency to assist in paying capital costs of the transit provider.</p>
<b>Sources of Capital Assistance – Local Capital Assistance</b>		<p>Enter the total amount of financial assistance from local entities to assist in paying capital costs of the transit provider. Include:</p> <ul style="list-style-type: none"> <li>▪ Tax Levies – a specified amount from local tax levies that is dedicated to supporting the capital costs of the public transit system.</li> <li>▪ General Funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs.</li> <li>▪ Specified Contributions – Contributions from the local government towards the Local Share portion of transit system capital costs.</li> <li>▪ Reserve Funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs.</li> <li>▪ Donations – Donations from individuals or organizations to help cover the transit system capital costs.</li> </ul>

Completing the Rural General Public Transit Service survey (RU-20)		
<b>Sources of Capital Funds – Total Capital Funds</b>		The rural public transit service provider's total capital funds for the year. Equal to the sum of Federal capital assistance, state capital assistance, and local capital assistance.
<b>Annual Revenue Vehicle Miles</b>		Enter the total number of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the miles of personal vehicles used in service.
<b>Annual Revenue Vehicle Hours</b>		Enter the total amount of time in hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. Include the hours of personal vehicles used in service.
<b>Annual Passenger Trips</b>		Enter the total number of passengers that board operational revenue vehicles during the reporting period. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on personal vehicles used in service.
<b>Safety – Fatalities</b>		Enter the total number of transit caused deaths for the reporting period confirmed within 30 days of a transit incident.
<b>Safety – Major Incidents</b>		Enter the total number of major incidents for the reporting period. Major incidents include any event involving the operation of a transit system if, as a result, one of more of the following occurs: <ul style="list-style-type: none"> <li>▪ An individual dies either at the time of the event or within 30 days of the event</li> <li>▪ Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene</li> <li>▪ A collision, personal casualty, or fire causes property damage in excess of \$25,000</li> <li>▪ A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat.</li> </ul>
<b>Safety – Injuries</b>		Enter the total number of injuries for the reporting period. Injuries are any physical damage or harm to persons as a result of a major incident.
<b>Submitting the Survey.</b> Click on the <b>Submit Survey</b> button at the bottom of the survey to submit the survey.		
<b>Printing the Survey.</b> Use the browser print option to <b>Print</b> the survey.		

## 2002 NTD Glossary of Terms for Rural Reporting

Key Word	Definition	Reporting Manual Location
Annual Operating and Administrative Expenses	The recurring costs of providing public transportation service. They include: all employees' wages and salaries; fringe benefits; operating supplies such as fuel, and oil; contractors' charges for services; taxes; repair and maintenance services, parts, and supplies; equipment leases and rentals; marketing; lease or rental costs; and insurance. Operating expenses include administrative expenses. Operating costs exclude fixed costs such as depreciation on plant and equipment, costs of providing transportation services not available to the general public, and interest paid on loans on capital equipment.	RU-20
Annual Passenger Trips	The number of passengers who board operational revenue vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination. Trips should be counted regardless of whether an individual fare is collected for each leg of travel. It includes passenger trips on volunteer vehicles.	RU-20
Annual Revenue Vehicle Hours	The amount of time in hours a vehicle travels from the time it pulls out to go into revenue service to the time it pulls in from revenue service. Include hours of volunteer vehicles.	RU-20
Annual Revenue Vehicle Miles	The miles a vehicle travels from the time it pulls out to go into revenue service to the time it pulls in from revenue service. Include miles of volunteer vehicles.	RU-20
Capital Costs	The expenses incurred within the year related to the purchase of facilities, vehicles and equipment.	RU-20
Contract Revenues	Reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.	RU-20
County	Service operated primarily within the boundaries of a single county or parish.	RU-20
Demand Response Service	Shared use transit service operating in response to calls from passengers or their agents to the transit operator, who schedules a vehicle to pick up the passengers to transport them to their destinations.	RU-20
Deviated Fixed Route Service	Transit service that operates along a fixed alignment or path at generally fixed times, but may deviate from the route alignment to collect or drop off passengers who have requested the deviation.	RU-20
Evacuation	A condition requiring all passengers and employees to depart a transit vehicle and enter onto the transit right of way or roadway under emergency circumstances.	RU-20
Fare Revenues	All income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc. It includes donations from those passengers who donate money on the vehicle. It includes the reduced fares paid by passengers in a user-side subsidy arrangement.	RU-20
Fatalities	A transit-caused death confirmed within 30 days of a transit incident.	RU-20
Federal Capital Assistance	Financial assistance from the Federal Transit Administration to assist in paying the capital costs of providing transit service.	RU-20
Federal Operating Assistance	Financial assistance from the Federal Transit Administration to assist in paying the operating and administrative costs of providing transit service.	RU-20
Fixed Route Service	Transit service using rubber tired passenger vehicles operating on fixed routes and schedules, regardless of whether a passenger actively requests a vehicle.	RU-20
Injury	Any physical damage or harm to persons as a result of an incident that requires immediate medical attention away from the scene.	RU-20
Life Safety Event	A situation, such as a fire, the presence of smoke, fuel leak, or electrical hazard that constitutes an imminent danger to passengers, employees, contractors, or other persons.	RU-20
Local Capital Funds	Financial assistance from local entities to assist in paying capital. They include: <ul style="list-style-type: none"> <li>• Tax Levies – A specified amount from local tax levies that is dedicated to supporting the capital costs of the public transit system.</li> <li>• General Funds – Transfers from the general fund of local governments to cover the Local Share portion of transit system capital costs.</li> <li>• Specified Contributions – Contributions from the local government towards the Local Share portion of transit system capital costs.</li> </ul>	RU-20

## 2002 NTD Glossary of Terms for Rural Reporting

Key Word	Definition	Reporting Manual Location
	<ul style="list-style-type: none"> <li>Reserve Funds – Transfers from a capital reserve fund of local governments expressly established to be used to cover the Local Share portion of transit system capital costs.</li> <li>Donations – Donations from individuals or organizations to help cover the transit system capital costs.</li> </ul>	
Local Operating Funds	<p>Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:</p> <ul style="list-style-type: none"> <li>Tax Levies – A specified amount from local levies that is dedicated to supporting public transit system operating costs.</li> <li>General Funds – Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget.</li> <li>Specified contributions – Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget.</li> <li>Donations – Donations from individuals or organizations to help cover the costs of providing transit service but which are not related to specific passengers or trips.</li> <li>Other – Other revenues such as advertising.</li> </ul>	RU-20
Major Incidents	<p>Any event involving the operation of a transit system if, as a result, one or more of the following occurs:</p> <ul style="list-style-type: none"> <li>An individual dies either at the time of the event or within 30 days of the event</li> <li>Two or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene</li> <li>A collision, personal casualty, or fire causes property damage in excess of \$25,000</li> <li>A transit vehicle moving passengers in service is evacuated due to a serious life safety hazard that constitutes an imminent threat.</li> </ul>	RU-20
Multi-County	Service operated primarily within the boundaries of two or more counties or parishes.	RU-20
Municipal	Service operated primarily within a single city, village, or town.	RU-20
Number of Active Vehicles in Fleet	The total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles. The total also should include any operational revenue vehicles used by contractors in general public transit service. Non-revenue service vehicles and personal vehicles should not be included.	RU-20
Number of <b>ADA Accessible</b> Vehicles in Fleet	The number of active vehicles in the fleet, which meet all ADA accessibility requirements.	RU-20
Other	Transit service that does not fit into one of the previous categories.	RU-20
Personal Vehicles in Service	Vehicles that are used by the transit provider to transport passengers in revenue service but are owned by private individuals, typically an employee of the agency or a volunteer driver.	RU-20
Property Damage	The dollar amount required to repair or replace all vehicles (transit and non-transit) and all property/facilities damaged during an incident to a state equivalent to that which existed prior to the incident.	RU-20
State Capital Assistance	Financial assistance from any state agency to assist in paying capital costs.	RU-20
State Operating Assistance	<p>Financial assistance from any state agency that supports the operation of the transit system. It includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>Tax Levies – A specified amount from state levies that is dedicated to supporting public transit system operating costs.</li> <li>General Funds – Transfers from the general fund of state governments to cover the Local Share portion of the transit system budget.</li> <li>Specified contributions – Contributed from the state towards the Local Share portion of the transit system budget.</li> </ul>	RU-20
Subscription Service	Shared use transit service operating in response to on-going reservations made by passengers to the transit operator, who can schedule in advance a consistent trip to pick up the passenger and transport them to their destination.	RU-20

## 2002 NTD Glossary of Terms for Rural Reporting

Key Word	Definition	Reporting Manual Location
Vanpool Service	Transit service operating as a ride sharing arrangement, providing transportation to a group of individuals traveling directly between their homes and a regular destination within the same geographical area. The vehicles shall have a minimum seating capacity of seven persons, including the driver. Vanpool(s) must also be open to the public and that availability must be made known. Does not include ridesharing coordination.	RU-20
Volunteer Drivers	Individuals who drive vehicles in revenue service to transport passengers for the transit provider but are not employees of the transit provider and are not compensated for their labor.	RU-20